

# **New Orleans Civil Service**

## AN EOUAL OPPORTUNITY EMPLOYER

#### OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$44,061 PER YEAR MANAGEMENT DEVELOPMENT SPECIALIST I (NORDC REVENUE AND CONTRACTS MANAGER) (CLASS CODE 0363)

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

KIND OF WORK: Responsible, professional work in the oversight and management of all NORDC contractual relationships, including vendor contracts, programmatic partnerships, and Cooperative Endeavor Agreements for specific NORDC properties. Work also includes:

- · Managing all revenue streams, including proper collection, accounting, and routing of funds for facility rentals, fees for services, contractual vendor relationships, and merchandise sales.
- Planning, scheduling, and coordinating all NORDC facility rentals, projected to be in excess of 1,000 rentals and \$400,000 annually.
- · Ensuring that all self-generated revenues are properly invoiced, collected, routed, and reported, according to NORDC and City policies and procedures.
- Communicating and collaborating with NOPD, DPW, Sanitation, and elected officials to ensure all rental events are well coordinated, safely operated, and communication is thorough.
- Preparing quarterly and annual reports that track and analyze income generation, along with recommendations for process improvement.
- Participating in the development of a comprehensive and equitable fee for service structure, based upon industry standards and best practices, as part of a strategic, sustainable revenue platform.
- Developing tracking and reporting systems for new revenue streams as they come online.
- Collaborating with the Budget and Finance Departments to ensure proper budgeting, reporting, and accounting of all funds.
- Supervising staff; submit and manage payroll and operating expenditure documents according to policy, and in a timely manner.
- Overseeing all NORDC contractual relationships and documents, including CEAs regarding programmatic partnerships and facility use agreements, projected to be 80 contracts annually.
- Collaborating with the Law Department to ensure that high-quality contracts are drafted, routed and executed in a timely manner.
- Managing multiple relationships with individuals and organizations involved in renting and utilizing NORDC facilities; be accessible and approachable while delivering world-class customer service and representing NORDC in a professional and competent manner.
- Working well with all NORDC divisions, as well as internal and external customers, while maintaining a high level of service delivery and crossfunctional collaboration; and related duties as required.

### MINIMUM QUALIFICATION REQUIREMENTS:

- 1) A Bachelor's Degree from an accredited college or university. Official college transcript or original college diploma must be presented within two weeks of application.
- 2) Four\* (4) years of full-time professional work in fiscal management or a closely related field. At least one (1) year of this experience must have been supervisory. \*A Master's Degree from an accredited college or university may be substituted for two (2) years of non-supervisory experience.
- 3) A valid driver's license which must be presented at the time of application. Applicants must have a good driving record.

(SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

#### KIND OF EXAMINATION:

A written examination, weighted 33%, a rating of training and experience, weighted 33%, and a structured oral interview, weighted 34%. In the event there are fewer than four (4) qualified applicants, the examination will consist of a qualifying written exam and a rating of training and experience, weighted 100%. Credit will only be given for related experience gained within the last ten (10) years.

The written test is designed to measure: Basic Management Principles, Decision-Making & Organizing, Interpersonal Skills, Written Communication and Mathematics.

This is an original entrance examination.

**DOMICILE** requirements are currently waived for the purpose of application. However, all new employees hired into this classification on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire.

This position is subject to a background check for any convictions related to its responsibilities and requirements. Employment is contingent upon successful completion of a background investigation including criminal history. Criminal history will not automatically disqualify a candidate.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO AMY TREPAGNIER AT (504) 658-3516 OR TTY/VOICE AT (504) 586-4475 or (504) 658-4020.

JBW

### GENERAL INFORMATION AND REQUIREMENTS

Applications will not be accepted if received after the closing date or after the stated maximum number of applications has been received, as specified on this announcement. All minimum qualification requirements for examinations must be met by the final filing date unless otherwise specified on this announcement. Applications must be submitted on the official application form AND MUST BE RECEIVED IN THE DEPARTMENT OF CITY CIVIL SERVICE, 1340 POYDRAS STREET, SUITE 900, NEW ORLEANS, LOUISIANA, BEFORE THE CLOSE OF BUSINESS ON THE FINAL FILING DATE.

DELAY IN THE MAIL: The Department of City Civil Service cannot be responsible for failure of the applicant to receive an admission slip to an examination or for failure of the Department to receive material mailed by the applicant. Applicants should notify the Department of City Civil Service in writing of any address changes.

DOMICILE requirements are waived for purpose of application. However, all new employees hired on or after January 1, 2013 must be domiciled in Orleans Parish within 180 days of hire. Airport employees are excluded from this provision.

The minimum age limit is 18 years for any class of work requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals, or participation in any other processes or procedures which are prohibited or limited by the Louisiana State Child Labor Law.

The working test (probation) period for most positions in the classified service is six months unless otherwise specified. Any working test period may be extended to a maximum of one year at the request of the appointing authority. Positions in the Inspector General's Office, Fire Department, Mosquito Control and Police Department as well as all positions in the classes of Institutional Counselor II & III (original entrance), Librarian I-IV, Management Development Analyst I & II, and Management Development Specialist I & II (original entrance), require a one year working test period.

The City of New Orleans has a comprehensive program of substance abuse testing. Candidates for employment for certain positions where the health, welfare and/or safety of the public, co-workers and the individual employee is at risk will have to undergo pre-employment substance abuse screening. Candidates for all other original entrance positions will have to undergo an unannounced substance abuse screening during their working test period. For further information, see Civil Service Rule V, Section 9.

A MEDICAL EXAMINATION is required for all original entrance probationary appointments to ACTIVE classifications, and may be required for re-employment, promotions and/or transfers.

A MEDICAL SCREENING, which may result in a medical examination, is required for all original entrance probationary appointments to **non-active** classifications.

GOOD MORAL CHARACTER is required of all applicants. Any applicant may be disqualified if his/her character or past employment record is found to be unsatisfactory as determined by the Department of City Civil Service. Forgery, misrepresentation of facts, or cheating on examinations is punishable by disqualification, fine and other penalties.

IMPORTANT: Applicants who are licensed to drive should have a current license on their person for purposes of identification during all phases of an examination. In lieu of such license, the Department of City Civil Service may require that applicants have some form of picture identification.

VETERANS PREFERENCE: On original entrance examinations, veterans (as defined in Article X, Section 10(2) of the Constitution of the State of Louisiana), disabled veterans, certain spouses and parents of veterans shall receive additional credit if claimed as provided on the Veterans Preference claim form which can be obtained in this office. To obtain credit, this form must be submitted with the required proof (at the minimum, a DD214) before the final filing date.

ACCREDITED COLLEGES AND UNIVERSITIES: An accredited college or university is an institution that is accredited as a college or university by an organization that is recognized by the USDE (United States Department of Education).

PROFESSIONAL ADMINISTRATIVE EXPERIENCE: The Civil Service Department defines this experience as experience gained after receiving a Bachelor's Degree.

Revised 1/91, 4/03,7/05, 2/07, 8/10, AND 2/12.